



VSBA Database

How To Deactivate Members



First Step: Log into the Database, once you are logged in this is how the screen will appear. Once you log in, please select on the relationships tab.

VSBA
Virginia School Boards Association
Leadership · Advocacy · Support

TEST Clerk Profile

My Area > Welcome TEST Clerk Profile!

Relationships ← **Click Here**

Events >

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Next Step: Once you have click on the Relationships tab, it will open to the people tab.

The screenshot shows the VSBA user interface. On the left is a navigation menu with the following items: My Area, Relationships, People, Events, and Accreditation. The 'Relationships' tab is selected, and the 'People' sub-tab is highlighted. A red arrow points to the 'People' sub-tab with the text 'Click Here'. The main content area displays 'Welcome TEST Clerk Profile!'. At the bottom of the interface, there is a copyright notice: 'Copyright © 2021 ENGAGIFIL Inc. - All Rights Reserved. | Privacy Policy' and the Engage logo.



Next Step: After you have clicked on the people tab, you will need to click on the member tab.

VSBA
Virginia School Boards Association
Leadership · Advocacy · Support

TEST Clerk Profile

Welcome TEST Clerk Profile!

My Area >

Relationships >

People >

All People

Members ← **Click Here**

Staff

Events >

Accreditation >

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Engage



The screen should appear like this, with members' names and organization. Select the person's page you would like to deactivate.

The screenshot shows the VSBA Members page. On the left is a navigation menu with 'Members' selected. The main content area displays a table of members. A red arrow points to the row for Lisa Shifflett. The table has columns for Favorites, Search Members, Primary Member Organization, Status, Added, Last Updated, and Tags.

Favorites	Search Members	Primary Member Organization	Status	Added	Last Updated	Tags	
★		Buehner, Marsha K.	Augusta County	Active	08/26/2020	02/08/2021	2015 Excellence...
★		Shifflett, Lisa	Augusta County	Active	01/19/2021	01/19/2021	
★		Goforth, Tom T.	Augusta County	Active	02/16/2021	04/28/2021	VSBA Daily N...
★		Swortzel, Timothy Z.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Ocheltree, John L.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Tetto, Michael	Augusta County	Active	01/19/2021	01/27/2021	VSBA Daily N...
★		Bond, Eric W.	Augusta County	Active	12/07/2020	04/28/2021	VSBA Daily N...
★		Fritz, David	Augusta County	Active	01/19/2021	01/27/2021	News Media
★		Collins, Nicholas T.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Ward, John Mark	Augusta County	Active	01/19/2021	04/28/2021	VSBA Daily N...

Click Here



The person's page should appear like this. On the right side, you will see a circle button.

VSBA Virginia School Boards Association

TEST Clerk Profile

Home / Relationships / Members / Members Detail

Lisa Shifflett
PID:41608 Status:Active Is an Instructor: No Roles: - Person Type: Member

Invite User

Click Here

GENERAL DETAILS

Basic Information Political Associated Items Library

Edit

Email Address

Work Primary
lshifflett@augusta.k12.va.us

Phone

Work Primary (540) 245-5100 Work Fax (540) 245-5115

Address

Work P.O. Box 960
P.O. Box 960,
Verona, VA 24482



There will be two options, select the “deactivate the person.”

VSBA
Virginia School Boards Association
Leadership · Advocacy · Support

Home / Relationships / Members / Members Detail

TEST Clerk Profile

Lisa Shifflett
PID:41608 Status:Active Is an Instructor: No Roles: - Person Type: Member

Click Here → Deactivate the Person

GENERAL DETAILS

Basic Information Political Associated Items Library

Edit

Email Address

Work Primary
lshifflett@augusta.k12.va.us

Phone

Work Primary Work Fax
(540) 245-5100 (540) 245-5115

Address

Work P.O. Box 960
P.O. Box 960,
Verona, VA 24482



**A pop-up will appear like this, select “deactivate the person.”
After you click the “deactivate the person” button they will no longer show up on your member organization.**

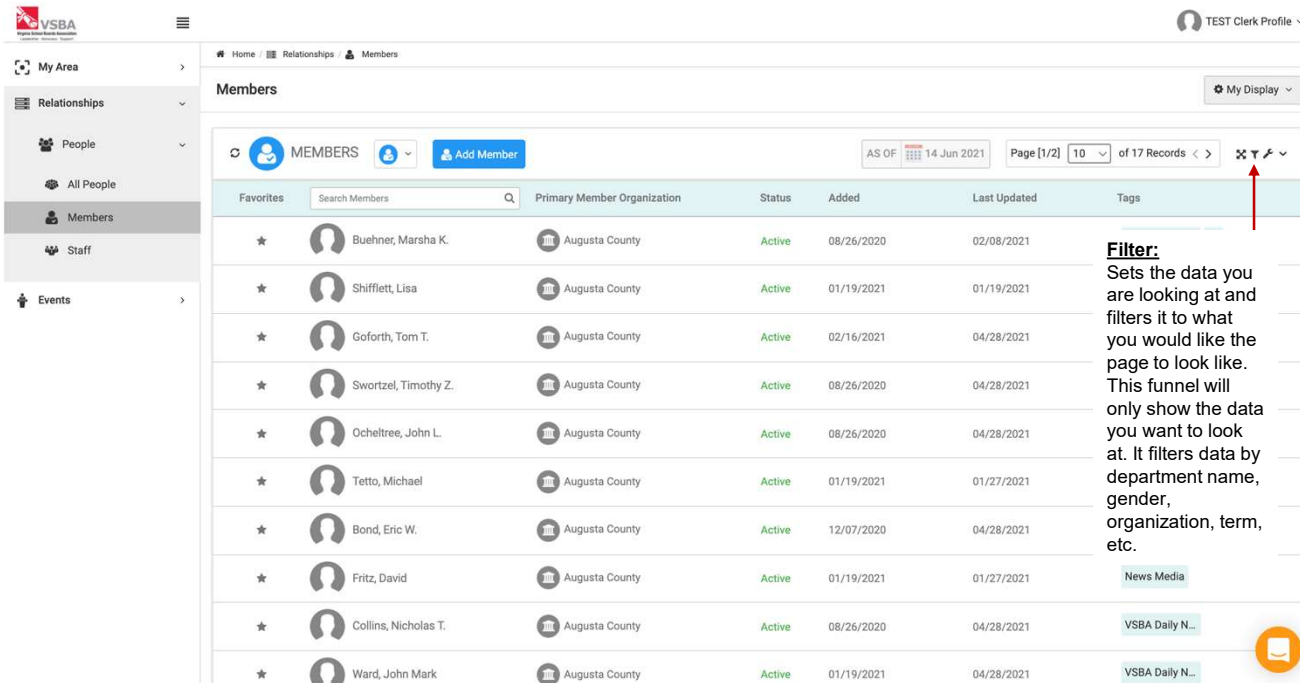
The screenshot shows a user interface for managing members. A pop-up dialog titled "Mark Lisa Shifflett as inactive?" is displayed over the member's profile. The dialog contains the text "Marking as inactive will disable the user from logging in. Continue?" and two buttons: "Cancel" and "Deactivate the Person". An orange arrow points from the text "Click Here" to the "Deactivate the Person" button. The background shows the member's profile for Lisa Shifflett (PID: 41608, Status: Active) with sections for "GENERAL DETAILS", "Basic Information", "Email Address" (Work: Ishifflett@augusta.k12.va.us), "Phone" (Work: (540) 245-5100, Work Fax: (540) 245-5115), and "Address" (Work: P.O. Box 960, Verona, VA 24482).



VSBA Database

How To Use the Filters

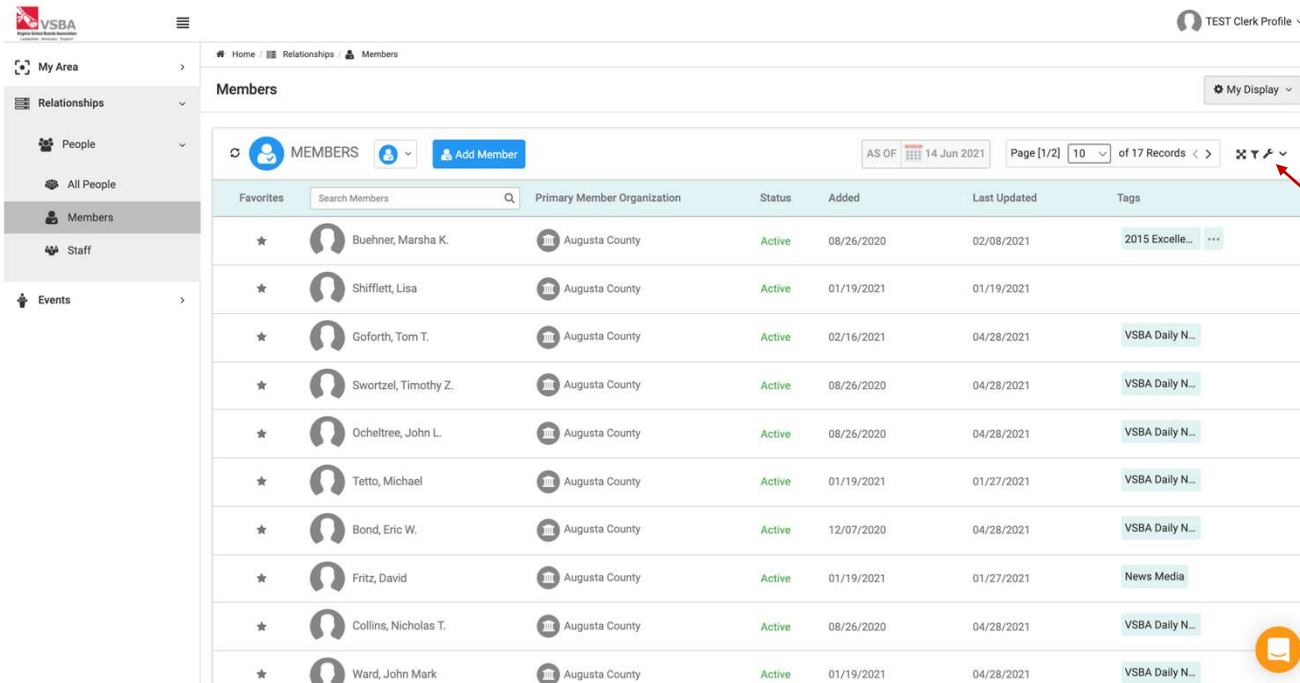
There are two main tools you will need to know when working with filters. The first one, which is the funnel button is a filter setting.



The screenshot shows the VSBA Members page. On the left is a navigation menu with options: My Area, Relationships (expanded), People (expanded), All People, Members (selected), Staff, and Events. The main content area is titled 'MEMBERS' and includes a search bar, an 'Add Member' button, and a date filter set to '14 Jun 2021'. Below this is a table with columns: Favorites, Search Members, Primary Member Organization, Status, Added, Last Updated, and Tags. The table lists ten members, all from Augusta County, with various dates and statuses. A red arrow points to a funnel icon in the top right corner of the table area. To the right of the table, a text box explains the filter function.

Filter:
Sets the data you are looking at and filters it to what you would like the page to look like. This funnel will only show the data you want to look at. It filters data by department name, gender, organization, term, etc.

The second one would be the wrench, where you can sort your data on how you would like it to appear.



The screenshot shows the VSBA Members page. The left sidebar contains navigation options: My Area, Relationships, People, All People, Members (selected), Staff, and Events. The main content area is titled 'MEMBERS' and includes a search bar, an 'Add Member' button, and a table of members. The table has columns for Favorites, Search Members, Primary Member Organization, Status, Added, Last Updated, and Tags. A wrench icon in the top right corner of the table indicates sorting options. A red arrow points to this icon.

Favorites	Search Members	Primary Member Organization	Status	Added	Last Updated	Tags	
★		Buehner, Marsha K.	Augusta County	Active	08/26/2020	02/08/2021	2015 Excele... ⋮
★		Shifflett, Lisa	Augusta County	Active	01/19/2021	01/19/2021	
★		Goforth, Tom T.	Augusta County	Active	02/16/2021	04/28/2021	VSBA Daily N...
★		Swortzel, Timothy Z.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Ocheltree, John L.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Tetto, Michael	Augusta County	Active	01/19/2021	01/27/2021	VSBA Daily N...
★		Bond, Eric W.	Augusta County	Active	12/07/2020	04/28/2021	VSBA Daily N...
★		Fritz, David	Augusta County	Active	01/19/2021	01/27/2021	News Media
★		Collins, Nicholas T.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Ward, John Mark	Augusta County	Active	01/19/2021	04/28/2021	VSBA Daily N...

Wrench:
Sorts the data
alphabetically,
position name,
member
organization,
etc.



The filter tool when opened will access the below options for you to choose from:

The screenshot shows the VSBA Members management interface. A filter tool is open, displaying a list of filterable fields. A red arrow points to the 'Filter (0)' dropdown menu. The filterable fields include:

- Position
- Previous Term 1
- Previous Term 1 End
- Previous Term 1 Start
- Previous Term 2
- Previous Term 2 End
- Previous Term 2 Start
- Race
- Race
- Race
- Communication Pref
- Communication Preference
- Current Term
- Current Term End
- Current Term Start
- Date of Birth
- Date Of Birth
- Department
- Ethnicity(Hispanic)

The main table below the filter tool displays member information:

Star	Profile	Name	County	Status	Start Date	Last Update	Category
★		Bond, Eric W.	Augusta County	Active	12/07/2020	04/28/2021	VSBA Daily N...
★		Fritz, David	Augusta County	Active	01/19/2021	01/27/2021	News Media
★		Collins, Nicholas T.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Ward, John Mark	Augusta County	Active	01/19/2021	04/28/2021	VSBA Daily N...

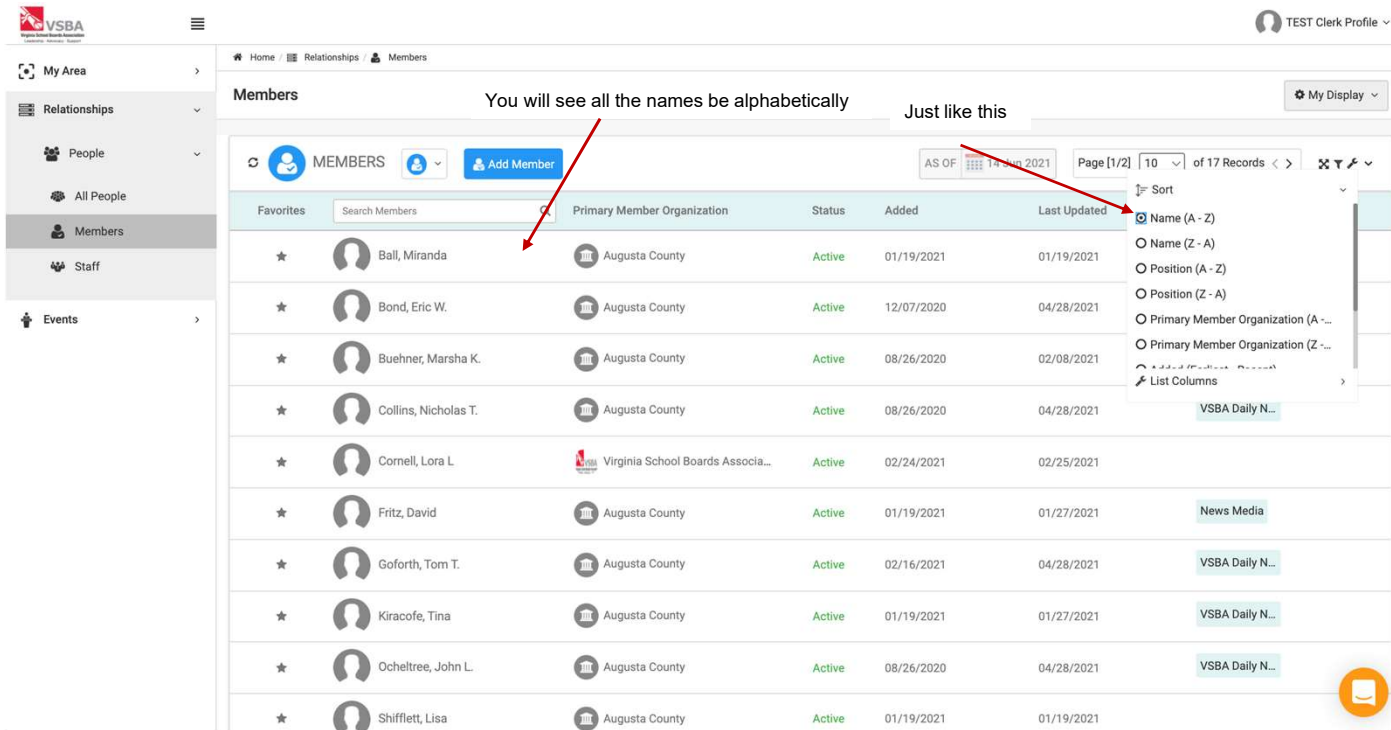


The wrench tool when opened up will access the below options for you to choose from:

The screenshot shows the VSBA Members page. On the left is a navigation menu with 'My Area', 'Relationships', 'People', 'Members', 'Staff', and 'Events'. The main content area is titled 'MEMBERS' and includes a search bar, an 'Add Member' button, and a table of members. A dropdown menu is open over the table, showing sorting options. A red arrow points to the 'Sort' option in the menu.

Favorites	Search Members	Primary Member Organization	Status	AS OF	Page [1/2]	of 17 Records	Sort
★		Augusta County	Active	14 Jun 2021	10	< >	Sort
★		Augusta County	Active				<input type="radio"/> Name (A - Z) <input type="radio"/> Name (Z - A) <input type="radio"/> Position (A - Z) <input type="radio"/> Position (Z - A) <input checked="" type="radio"/> Primary Member Organization (A - Z) <input type="radio"/> Primary Member Organization (Z - A) <input type="radio"/> List Columns
★		Augusta County	Active				<input type="radio"/> Sort <input type="radio"/> Position (Z - A) <input checked="" type="radio"/> Primary Member Organization (A - Z) <input type="radio"/> Primary Member Organization (Z - A) <input type="radio"/> Added (Earliest - Recent) <input type="radio"/> Added (Recent - Earliest) <input type="radio"/> Last Updated (Earliest - Recent) <input type="radio"/> Last Updated (Recent - Earliest) <input type="radio"/> List Columns
★		Augusta County	Active				2015 Excel...
★		Augusta County	Active	01/19/2021	01/27/2021		News Media
★		Augusta County	Active	12/07/2020	04/28/2021		VSBA Daily N...
★		Augusta County	Active	01/19/2021	01/27/2021		VSBA Daily N...
★		Augusta County	Active	08/26/2020	04/28/2021		VSBA Daily N...
★		Augusta County	Active	01/19/2021	04/28/2021		VSBA Daily N...

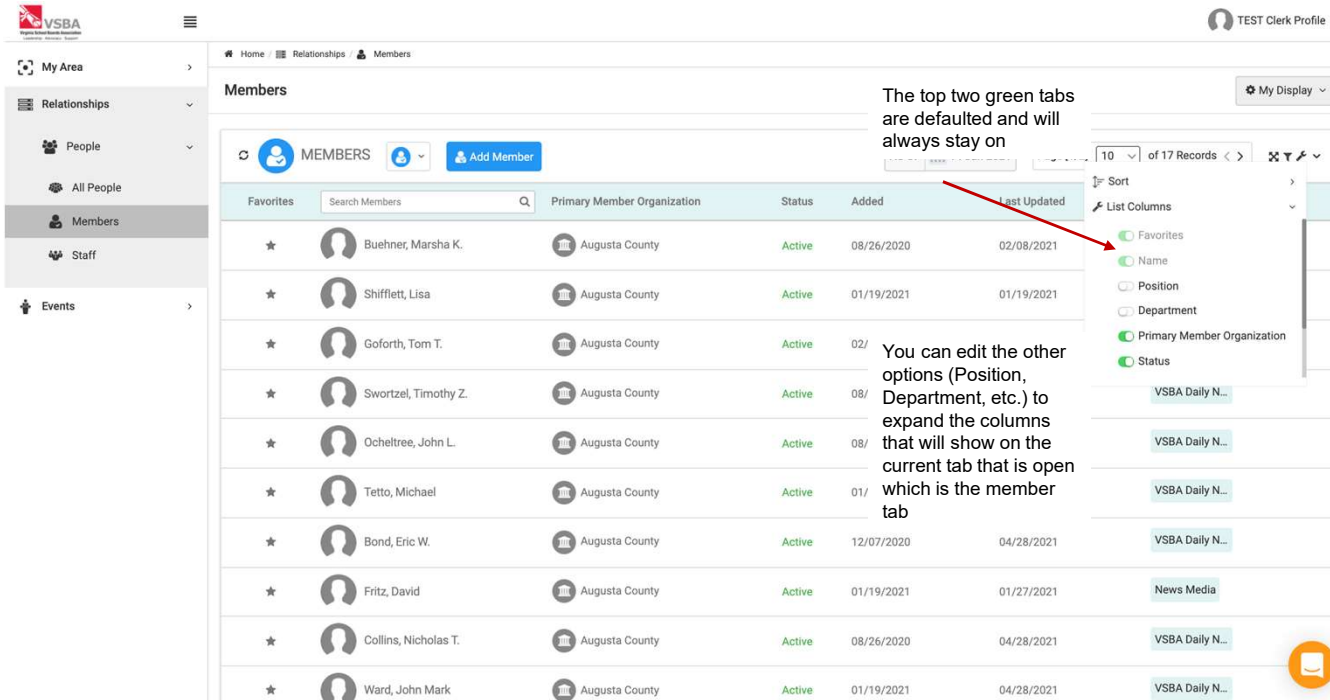
An example to use the wrench tool would be sorting the names, alphabetically. You would need to go under the “sort” tab and select one of the options.



The screenshot shows the VSBA Members page. The page title is "Members" and it includes a navigation menu on the left with options like "My Area", "Relationships", "People", "All People", "Members", and "Staff". The main content area displays a table of members with columns for "Favorites", "Search Members", "Primary Member Organization", "Status", "Added", and "Last Updated". A red arrow points to the "Sort" dropdown menu, which is open and shows options like "Name (A - Z)", "Name (Z - A)", "Position (A - Z)", "Position (Z - A)", "Primary Member Organization (A - Z)", and "Primary Member Organization (Z - A)". Another red arrow points to the "Name (A - Z)" option. The table lists members such as Ball, Miranda; Bond, Eric W.; Buehner, Marsha K.; Collins, Nicholas T.; Cornell, Lora L.; Fritz, David; Goforth, Tom T.; Kiracofe, Tina; Ocheltree, John L.; and Shifflett, Lisa.











Favorites	Search Members	Primary Member Organization	Status	Added	Last Updated	
★		Ball, Miranda	Active	01/19/2021	01/19/2021	
★		Bond, Eric W.	Active	12/07/2020	04/28/2021	
★		Buehner, Marsha K.	Active	08/26/2020	02/08/2021	
★		Collins, Nicholas T.	Active	08/26/2020	04/28/2021	
★		Cornell, Lora L.	Active	02/24/2021	02/25/2021	
★		Fritz, David	Active	01/19/2021	01/27/2021	News Media
★		Goforth, Tom T.	Active	02/16/2021	04/28/2021	VSBA Daily N...
★		Kiracofe, Tina	Active	01/19/2021	01/27/2021	VSBA Daily N...
★		Ocheltree, John L.	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Shifflett, Lisa	Active	01/19/2021	01/19/2021	

The wrench tool will also access these options which can change the columns that are displayed in your tab that you have open:



The top two green tabs are defaulted and will always stay on

You can edit the other options (Position, Department, etc.) to expand the columns that will show on the current tab that is open which is the member tab

Favorites	Search Members	Primary Member Organization	Status	Added	Last Updated		
★		Buehner, Marsha K.	Augusta County	Active	08/26/2020	02/08/2021	<input checked="" type="checkbox"/> Favorites
★		Shifflett, Lisa	Augusta County	Active	01/19/2021	01/19/2021	<input checked="" type="checkbox"/> Name
★		Goforth, Tom T.	Augusta County	Active	02/19/2021		<input type="checkbox"/> Position
★		Swortzel, Timothy Z.	Augusta County	Active	08/19/2021		<input type="checkbox"/> Department
★		Ocheltree, John L.	Augusta County	Active	08/19/2021		<input checked="" type="checkbox"/> Primary Member Organization
★		Tetto, Michael	Augusta County	Active	01/19/2021		<input checked="" type="checkbox"/> Status
★		Bond, Eric W.	Augusta County	Active	12/07/2020	04/28/2021	VSBA Daily N...
★		Fritz, David	Augusta County	Active	01/19/2021	01/27/2021	VSBA Daily N...
★		Collins, Nicholas T.	Augusta County	Active	08/26/2020	04/28/2021	VSBA Daily N...
★		Ward, John Mark	Augusta County	Active	01/19/2021	04/28/2021	News Media
							VSBA Daily N...



If you are having problems with data showing it's because there are sticky filters that remain on when navigating from page to page. You can select the funnel and hit "clear all" to clear out the specific search and your data should come back for you.

VSBA TEST Clerk Profile

Home Relationships Members

Members My Display

MEMBERS Add Member AS OF 14 Jun 2021 Page 1/2 of 17 Records

Filter (0) Clear All

Favorites	Search Members	Primary Member Organization	Status	Added	Last Update	
★		Buehner, Marsha K.	Augusta County	Active	08/26/2020	02/08/2021
★		Shifflett, Lisa	Augusta County	Active	01/19/2021	01/19/2021
★		Goforth, Tom T.	Augusta County	Active	02/16/2021	04/28/2021
★		Swortzel, Timothy Z.	Augusta County	Active	08/26/2020	04/28/2021
★		Ocheltree, John L.	Augusta County	Active	08/26/2020	04/28/2021
★		Tetto, Michael	Augusta County	Active	01/19/2021	01/27/2021
★		Bond, Eric W.	Augusta County	Active	12/07/2020	04/28/2021
★		Fritz, David	Augusta County	Active	01/19/2021	01/27/2021
★		Collins, Nicholas T.	Augusta County	Active	08/26/2020	04/28/2021
★		Ward, John Mark	Augusta County	Active	01/19/2021	04/28/2021

Communication Pref
 Communication Preference
 Current Term
 Current Term End
 Current Term Start
 Date of Birth
 Date Of Birth
 Department
 Ethnicity(Hispanic)
 Apply (17)

VSBA Daily N...
 VSBA Daily N...
 News Media
 VSBA Daily N...
 VSBA Daily N...